

SUBJECT: Sex Offender Registration	NUMBER: 2-14.02
EFFECTIVE DATE:	REVIEW DATE:
NMMLEPSC STANDARDS: ADM.27.01	APPROVED: Sheriff

I. PURPOSE

The criminal investigations division (detective division) of the Valencia County Sheriff's Office has the responsibility of conducting initial and follow up investigations of all sex offender violations; to include but not limited to: failure to register, failure to notify of change of address. The detective division is responsible for maintaining the sex offender file for all registered sex offenders within the County of Valencia. The detective division shall organize and complete validations of sex offenders on a regular basis, working with outside agencies in order to complete validations. The detective division shall communicate with the NM Department of Public Safety to assure the sheriff's office is in compliance with state law.

II. DEFINITIONS

Registered sex offender is any individual who is convicted of a sex offense in any United States jurisdiction, including convictions for sex offenses under federal, military, state, territorial, tribal, or local law.

III. RULES AND PROCEDURES

The Valencia County Sheriff's Office rules and procedures are governed by New Mexico Sex Offender Registration and Notification Act Chapter 29 Article 11A NMSA 1978 and by the Valencia County Sex Offender Ordinance Chapter 130.30 thru 130.35

Personnel from the criminal investigations division will be assigned to complete sex offender registrations. Deputies from other divisions within the agency maybe assigned to work with the detective division, for sex offender registration, from time to time as needed and approved through the chain of command.

A. Sex Offender Registration

Detectives assigned to sex offender registration will utilize the "Offender Watch" computer program supplied by the state to complete sex offender registrations. Detectives will complete the registration as required by the program to ensure that all data required by law and agency directives are properly recorded and disseminated.

When a convicted sex offender has relocated within Valencia County as a resident, for employment, and/or school purpose and they are required to register the sheriff's office

shall accept the offender and process the registration. The following duties should be assigned to registration and may include but are not limited to:

1. Interviewing the offender to collect additional information for the file.
2. Maintaining comprehensive files and a records retention schedule.
3. Notifying appropriate internal and external contacts or agencies (such as the police department, the state police, the probation and parole office, and the state or national sex offender registry).
4. Entering and transmitting data to state and national sex offender law enforcement databases and public sex offender registries as required by federal law or state law.

B. Verification and Investigations

1. Detectives assigned to monitor registered sex offenders shall verify the sex offender's registered place of residence periodically and by means deemed appropriate by the detective supervisor, including but not limited to in-person verification. If the offender is not living at the registered address or otherwise in noncompliance with federal, state, or local registration laws, assigned personnel shall initiate an investigation to determine registration violations.
2. Detectives assigned to sex offender registration shall also investigate all claims/reports of sex offenders that move to or are temporary located within Valencia County for any violations of federal, state, or local registration laws.
3. If a sex offender fails to comply with federal, state, or local registration laws, detectives shall complete an investigation and submit such information to the District Attorney's Office for prosecution.

C. Detective Education and Training

Detectives assigned to registration, notification, or address verification duties shall receive initial and other in-service training deemed necessary to maintain knowledge of sex offender laws and administrative requirements.